

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Health, Safety and Wellbeing
POST TITLE	Health, Safety and Wellbeing Manager
POST NO	504404
GRADE	16
LOCATION	South Wales Fire and Rescue Service Headquarters

Essential criteria marked in **bold** with an asterisk* will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Master's Degree in Occupational Health and Safety (or equivalent)	Desirable/ Working towards	Application/ Selection
	NEBOSH Diploma in Occupational Health and Safety (or NVQ equivalent)	Essential*	Application/ Selection*
	Membership of IOSH	Essential*	Application*
	Willing to work towards chartered membership of IOSH	Working towards	Application*
	ET01 or equivalent	Essential*	Application
Knowledge/ Experience	Experience in budget planning and management.	Essential	Application/ Selection
	Practical knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc.	Essential	Application
	Experience of preparing a range of Health and Safety statistics and producing reports for Government bodies	Essential*	Application*
	IOSH Approved trainer with experience of delivering and Invigilating on a range of IOSH	Desirable	Application

	<p>courses</p> <p>An understanding of the Well-being of Future Generations (Wales) Act 2015</p>	Essential	Application/ Selection
Personal Style	An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others.	Essential	Application/ Selection
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential*	Application/ Selection*
	Proactive in supporting change, and the ability to adjust approach to meet changing requirements	Essential	Application/ Selection
Interpersonal	Ability to communicate effectively both orally and in writing to a range of different audiences.	Essential	Application/ Selection
	Ability to work effectively with others.	Essential	Application/ Selection
	Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness.	Essential	Application/ Selection
	Ability to chair meetings as required.	Desirable	Application/ Selection
Task	Ability to adopt a conscientious and proactive approach to work, to achieve and maintain excellent standards.	Essential	Application/ Selection
	Ability to maintain an active awareness of the environment to promote safe and effective working.	Essential	Application/ Selection
	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions	Essential	Application/ Selection

This role involves frequent travel between sites throughout the South Wales area and throughout the UK. The successful candidate must be able to travel independently.

